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ABSTRACT

The 1975 edition of the faculty handbook for Randolph-Macon Woman's College provides a breakdown of the college's organization: the board of trustees, the administration, the faculty, and college committees. Within the section on the faculty, items discussed include procedures governing faculty meetings, department chairpersons, rank, contract termination, faculty grievance procedures, tenure, and freedom and responsibility of the college teacher. Professional and personal fringe benefits are outlined as are academic procedures, programs, and counseling services. A list of services available to faculty is also provided. (JMF)

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ED122649

Randolph-Macon Woman's College

FACULTY HANDBOOK

This Handbook supplements current editions of the College catalog and the Student Handbook.

Suggestions for change, expansion, or correction of the material included in this Handbook should be given in writing to the Chairman of the Committee on Academic Personnel.

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HE 007 193

Lynchburg, Virginia

1975-1976

Randolph-Macon Woman's College

FACULTY HANDBOOK

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I. ORGANIZATION OF THE COLLEGE: A. TRUSTEES

BOARD OF TRUSTEES

Ultimate control and governance of the College rests in the Board of Trustees. This is a self-perpetuating body of not more than thirty persons. The officers of the Board are: President, Vice-President and Secretary-Treasurer.

Though not a voting member of the Board, the President of the College attends meetings of the Board. He is the channel to the Board for all matters from the faculty or staff requiring Board consideration and action. In addition, the Trustee-Faculty Committee provides an opportunity for communication between the faculty and the Trustees. The Business Manager of the College currently is Secretary-Treasurer of the Board and thus attends meetings without vote. The Dean of the College also attends meetings without vote.

Representatives of various College constituencies attend Board meetings and have the privilege of participation in discussion but not of voting. These representatives are: Three Alumnae Advisors elected by the Alumnae Association for terms of three years each; the President of the Alumnae Association; one member of the faculty elected by the faculty for a two-year term; the President of the Student Body.

Committees of the Board are: Executive Committee, Development Committee, Finance Committee, Committee on the Nomination of Trustees and Officers, Buildings and Grounds Committee, Trustee-Faculty Committee, Student Affairs Committee, Long-Range Planning Committee, and the Committee on Committees.

The Board of Trustees has three regular meetings annually, these being in the fall, winter and spring. Committees meet at various times as needed.

July 1975

I. ORGANIZATION OF THE COLLEGE: B. ADMINISTRATION

The President
The Dean of the College
The Dean of Students
The Business Manager and Treasurer
The Director of Admissions
The Director of Development and Public Relations
The Director of Career Development Center
The Director of Financial Aid
The Director of Information Services
The Registrar

THE PRESIDENT OF THE COLLEGE

Functions as chief administrative officer of the College

1. Concerning faculty, administration, and students:

   a. Receives and takes appropriate action on recommendations from the Dean of the College relative to faculty personnel matters, including salaries, and departmental budgets.

   b. Receives and takes appropriate action on recommendations from Student Government relative to social regulations.

   c. Presents to the Board of Trustees those matters from the administration, faculty or student body which are within the broad policy-making overview of the Board.

   d. Appoints members of the administrative staff (with the exception of the Alumnae Director).

   e. Serves in an ex officio capacity on all College committees.

2. Concerning financial matters:

   a. In collaboration with the Treasurer, prepares the College budget.

   b. In collaboration with the administrative staff, sets the salaries of the clerical staff.

   c. Cultivates donors and approaches individuals, foundations, and corporations for support of the College.

THE DEAN OF THE COLLEGE

1. Concerning recruitment and selection of new faculty members:

   a. Confers with each department chairperson on future needs of that department.
   b. Relies upon the department chairperson for initiative in recruitment but gives assistance if it is needed.
   c. Works with the chairperson and other department members and with the President in the selection of new members of the faculty.

2. Concerning tenure and promotion:

   a. Solicits written recommendation from each department chairperson about all members of the faculty in that department.
   b. In questions of promotion, joins the President in discussion with faculty members in that department who outrank the person under consideration for promotion, and confers with the President as to action to be taken on the recommendations received.
   c. Confers with any faculty member who wants to discuss any of these topics.

3. Concerning academic matters:

   a. Seeks to promote effective performance by faculty members --
      (1) Is willing to assist the chairperson of any department in fostering good teaching within that department.
      (2) Confers with any faculty member who asks for counsel about teaching methods, and occasionally requests a faculty member to confer.
   b. Confers with professors, faculty advisers, and students about academic affairs of students.
   c. Maintains a file of academic records of students.
   d. Supervises the operation of the Educational Counseling Service, a tutoring program for freshmen and sophomores who anticipate or encounter academic difficulties.
   e. Edits The Freshman Academic Guide.
   f. Maintains general supervision over academic matters involved in any program of Continuing Education operated by the College.

4. Concerning the budget:

   a. Discusses with the department chairperson any questions which arise concerning the formulation of the budget or any request for an upward revision of the budget after it has been approved.
   b. Reviews budget requests--forwards approval to the Treasurer and reports any restrictions to the chairperson of the department.
   c. Signs approval for travel under institutional grants to persons attending professional meetings.
   d. Confers with the President on recommendations concerning salaries for members of the faculty and of the staffs of the library and offices.

5. Functions as chief administrative officer in the absence of the President of the College.

NOTE: The Dean may delegate some of these functions to the Assistant Dean of the College.

THE DEAN OF STUDENTS

1. Concerning general, personal, and social counseling:

   a. Confers with students about personal or social matters.
   b. May refer students to other sources of assistance. (See IF.)
   c. Seeks to promote good counseling resources through the various student services offices.

2. Concerning residence halls:

   a. Supervises room assignments in the residence halls.
   b. Supervises room changes.
   c. Supervises residence hall staff and seeks to promote more effective performance through in-service training and development.

3. Concerning social activities:

   a. Advises the Student Government Social Committee in arranging major social activities.
   b. In consultation with students, plans small weekend activities: concerts, plays, dances, trips, movies, etc.
   c. In cooperation with various student organizations, may co-sponsor social activities or educational programs of interest to the campus.

4. Concerning the Orientation Program:

   a. Shares with the Student Government Orientation Committee the responsibility for the Orientation Program.
   b. Confers with the Dean of the College on matters related to structuring the program for academic advising.

5. Concerning other student activites:

   a. Maintains liaison with recognized student organizations and activities.
   b. Upon request, will confer with student leaders of recognized organizations and activities.
   c. Seeks to promote those activities best befitting student needs and interests within the academic community.

6. Concerning other student support services

   Supervises other student support services: the Chaplaincy, student health services, financial aid and career development.

7. Concerning miscellaneous services:

   a. Receives and posts a daily infirmary census.
   b. Takes reservations for use of on-campus guest rooms.

THE BUSINESS MANAGER AND TREASURER

Responsibilities:

1. Concerning payroll checks and fringe benefits:

   a. Handles matters pertaining to issuance of payroll checks, including obtaining withholding tax certificate forms and personnel data forms, and arranging to have faculty members' checks deposited in their banks, especially during the summer or during a Sabbatic leave.
   b. Handles matters pertaining to fringe benefits and filing claims for:
      1) Hospitalization insurance;
      2) Life insurance;
      3) Retirement programs (TIAA-CREF).
   c. Receives applications from faculty members for rental of college-owned housing.
   d. Receives applications from faculty members for mortgage loans.
   e. Aids faculty members in preparing applications for foundation grants or other programs when financial data are required.

2. Concerning departmental expenditures:

   a. Distributes forms for departmental budgets.
   b. Receives requisitions for all departmental expenditures, and places orders to obtain merchandise or service.
   c. Issues departmental expenditure reports periodically.
   d. Issues office supplies to individual faculty members.

3. Concerning its personal services:

   a. Aids faculty members who wish to rent or purchase academic costume.
   b. Assists faculty members in making travel arrangements which involve reimbursement by the College, following this procedure:
      1) For air travel, the faculty member notifies the Business Office and makes reservations with Holiday Travel Bureau, whereupon the Treasurer issues a check to the Bureau for payment of the fare;
      2) For train travel, the faculty member makes reservations at a railroad station, whereupon the Treasurer issues a check to the professor for payment of the fare.
   c. Registers and supplies automobile bumper sticker numbers to faculty members who wish to park their cars on campus.
   d. Issues campus identification cards for members of faculty families who wish to have access to restricted facilities (e.g., PER Building and computer terminal).

DIRECTOR OF ADMISSIONS

1. Concerning the admission of students:

   a. Is responsible for administering the admissions program according to policy as determined by the Committee on Admissions.
   b. Collects the various credentials of applicants for admission -- freshmen, transfers, and students who wish to return to the College after an absence and who have not obtained a leave of absence.
   c. Presents applicants' credentials to the Committee on Admission for review by its members.
   d. Makes arrangements for prospective students to visit classes, if the student asks to be allowed to do so and the individual faculty member is willing.

2. Concerning information for intra-institutional use:

   a. Maintains statistics on the academic qualifications of entering classes.
   b. Supplies information to faculty members for special programs (e.g., on Given Scholars and students who are qualified to participate in Freshman Colloquium).
   c. Consults with faculty members who inquire about the admissions credentials of a student.*
   d. Maintains a collection of data on public and private secondary schools and junior colleges.

3. Concerning information for the public:

   a. Interprets the academic program to the public. For this purpose, it seeks the counsel of faculty members, the administrative staff, and the Office of Information Services.
   b. Plans and organizes trips in which faculty members assist in explaining to students, parents, guidance counselors and alumnae the opportunities available to students at R-MWC.

4. Concerning other services:

   a. Identifies, recruits, encourages, and evaluates candidates for admission to the College.
   b. Provides guidance and direction for Alumnae Admission Representatives, Gold Key Guides, and Student Admissions Representatives.
   c. Provides data for the catalog, the Student Handbook, and other publications issued by the College.

* NOTE: The only personnel who shall have access to files and/or records in the Admissions Office shall be the members of the Admissions staff of Randolph-Macon Woman's College, administrators, faculty composing the Admissions Committee at Randolph-Macon Woman's College, and others specifically designated by the Director of Admissions. All other personnel who wish to have information contained in those records should consult the Director of Admissions.

THE DIRECTOR OF DEVELOPMENT AND PUBLIC RELATIONS

1. Concerning fund raising from private or public sources:

   a. Conducts fund raising among alumnae, parents of students, and friends of the College. The Director plans and runs capital campaigns and annual giving programs and promotes deferred giving through bequests and living trusts.

   b. Maintains files on all donors, bequest prospects, and special gift and foundation prospects, and assists in the updating of addresses.

   c. Is responsible for reporting results of fund-raising programs to the faculty and staff members and to the constituencies of the College.

   d. Confers with any student or faculty member who anticipates raising funds from a source outside the College. The student or faculty member is responsible for consulting the Director and keeping that office informed.

2. Serves as the College's coordinator for the Educational Computer Center. Questions concerning the Center and concerning our own campus-based Data Center should be directed to this office.

DIRECTOR OF CAREER DEVELOPMENT CENTER

1. Concerning career counseling:

   a. Assumes career counseling responsibility for students in all classes.

   b. Plans and maintains an active and updated career resource library containing occupational and graduate school information.

   c. Is responsible for appropriate testing to assist student in coordinating career/academic decisions.

   d. Refers students to appropriate faculty member, staff member, or community resource person for graduate school advising or counseling in special career fields.

   e. Refers students to designated faculty or staff members for advising on junior year abroad programs or foreign summer study.

   f. Consults with faculty and students on seminars and programs to provide career information for special areas of study or interest.

2. Concerning internships and career opportunities:

   a. Develops and plans recruiting visits from business/industry/government as well as graduate schools.

   b. Coordinates and develops internship opportunities and part-time or summer jobs to encourage career awareness.

   c. Provides information on job market statistics, salaries, and class surveys to assist faculty and students.

   d. Maintains a credentials file for each alumna of the College who wishes this service.

   e. Coordinates CONTACT, an alumnae support system to aid students seeking job information, intership opportunities, or hospitality in specific cities.

DIRECTOR OF FINANCIAL AID

1. Concerning Financial Aid:

   Is responsible for administering the financial aid program according to policy as determined by the Committee on Scholarships and Aid.

   a. Receives and processes student applications for financial assistance.

   b. Counsels with students concerning typical student expenses, financial aid opportunities, and campus employment.

   c. Receives student requests relating to the College Motor Vehicle Policy as it applies to students who are receiving financial aid from the College.

   d. Works with the Alumnae and Development Offices in developing resources of aid.

2. Concerning Student Employment:

   a. Assumes responsibility for all on-campus student employment. No student should be employed for any on-campus work unless the request and assignment have been negotiated through the Financial Aid Office.

      1) All Financial Aid applicants are offered campus jobs as part of the aid award.

      2) Assignments are also available to other students in areas of special skills or in their major field of study.

   b. Makes an effort to meet requests for specific qualifications in student assistants as well as to consider the needs of the student and of the total Scholarships and Aid Program.

      1) Sends a form for requesting student assistants for the next academic year to departments and offices. These should be completed and returned to the Financial Aid Office by the indicated date.

      2) Requests for new or additional student assistants must be approved by the Dean of the College (for academic departments) or by the Business Manager (for administrative offices.)

   c. Receives all student time cards. These cards should be signed monthly by the supervisor and returned to the student promptly so that the student can present them to the Financial Aid Office in order to receive payment for her work.

THE DIRECTOR OF INFORMATION SERVICES

1. Concerning publicity and public relations:

   a. Releases announcements of activities and achievements to the press, and arranges for newspaper interviews and radio and television appearances by students, faculty and staff. All contacts with the press and other communications media should be made through the Director.

   b. Provides photographic and publications services for all academic departments and administrative offices, issues a quarterly newsletter to the College, parents, alumnae and friends, and plans special College exhibits.

2. Concerning campus activities:

   a. Schedules meetings and reserves rooms for all extracurricular programs, meetings, etc. With the Student Government, the Director maintains a master schedule of events for the year. This schedule should be consulted in advance of setting a definite date for a program in order to avoid a conflict. Anyone planning a program should confer with the secretary before setting a definite date so that the program can be listed on the schedule as far in advance as possible.

   b. Publishes a weekly "Calendar of Events" which is distributed to members of the Faculty and Administration and other persons who request it. Events to be listed should be on the Calendar by 1:00 p.m. on the Wednesday preceding the week in which the event takes place.

   c. Issues the "Campus Directory" soon after the opening of the school year. The Director should be notified within one week of the beginning of the semester of any changes in office numbers and phone extensions or in home addresses and telephone numbers.

   d. Works with the catalog committee and coordinates publishing of the College catalog.

REGISTRAR

1. Concerning the academic records:

   a. Maintains the complete academic record of every current and past student.
   b. Issues official transcripts only upon the request of the student or alumna.

2. Concerning the registration of students:

   a. Formalizes the schedule of classes, including assignments of class meeting rooms.
   b. Issues the directives to students concerning registration procedures.
   c. Arranges the physical setup and administers registration.
   d. Distributes the computer-printed student schedules to the students, advisers, the Dean of the College, the Dean of Students, and the Office of Admissions.

3. Concerning the students' Choice of Course cards, schedules, and official class lists:
   a. Maintains a record of all courses taken as an Audit and on a Pass/No Credit basis. Unless the proper Audit or P/NC card is on file in the Registrar's Office, neither of these options is official.
   b. Maintains a file of students' schedules, Choice of Course cards, and official class lists.
   c. Records all changes on the official class lists and on the student schedules, and on the Choice of Course cards upon receipt of the standard "Permission to Change Course" form, i.e., the "add/drop" slip. Until this form is received by the Registrar's Office a change in a student's enrollmant is not official.
   d. Notifies the professors of any change in class enrollment by use of a carbon copy from the four-part add/drop slip. (The original is retained in this office. One copy is sent to each professor involved in the adding and/or dropping of a course. The final copy is sent to the student's adviser.)
   e. At the end of the first four weeks of classes the Registrar calls in all class lists from the professors and checks these lists against the official class lists. (Any discrepancies are resolved, and updated class lists are produced and sent to the professors after the beginning of the "W" period.) The updated class lists are used as the basis for producing official grade sheets. Any change in class enrollment must be done with the add/drop slip. This is the student's responsibility; faculty members should report any continuing apparent discrepancies between their class lists and class attendance.

4. Concerning grades:

   a. Distributes computer printed grade sheets and IBM grade cards to the professors.
   b. Receives grade sheets and grade cards from professors.
   c. Notifies professors of any inconsistencies between grade sheets and grade cards.
   d. Mails grade reports to students, parents, faculty advisers, the Dean of the College, and the Dean of Students.
   e. Provides advisers, juniors and seniors, the Dean of the College, and the Dean of Students with updated records.
   f. Provides professors with computer printout of grade sheets showing the grades as they have been recorded on the students' records. The professor should inform the Registrar's Office immediately of any inconsistencies.

5. Concerning the examination periods:

   a. Receives the unsealed exam envelopes from each professor.
   b. Opens each examination period and monitors the distribution of examinations to the students in the examination center.
   c. Receives the sealed examination envelopes at the end of each examination session.
   d. Transfers to the Registrar's Office the completed examination papers and makes these available there to the professors following each examination session and during regular office hours.

6. Concerning reports, lists, and questionnaires:

   a. Prepares enrollment data.
   b. Prepares material used in the student section of the campus directory.
   c. Prepares name lists by years of enrollment, i.e., freshmen, sophomores, etc.
   d. Prepares the geographical lists.
   e. Prepares lists of students who are studying abroad, at the University of Reading, on exchange programs, etc.
   f. Prepares lists of students in special categories (i.e., music performance, part-time, etc.)
   g. Provides information for the Dean's List, Phi Beta Kappa, and possible Junior Usher lists.
   h. Prepares responses to questionnaires (HEW, etc.) involving records and statistics kept in the Registrar's Office.
   i. Prepares data for the Financial Aid Office and Career Planning Office.
   j. Prepares reports and data for the President and the Dean of the College.
   k. Supplies computer list and address labels of current students upon written request by the administrative offices. (Two weeks should be allowed to comply with directives received from the Educational Computer Center.)

7. Concerning academic standing of students:

   a. Certifies seniors for graduation.
   b. Certifies academic deficiencies and student classification.
   c. Maintains list of accelerating students.
   d. Evaluates transferred college-level work.
   e. Maintains advanced placement records.

8. Concerning departmental majors:

   a. Accepts forms showing declaration of major and change of major
   b. Prepares and maintains lists of majors and advisers.

9. Concerning various miscellaneous duties:

   a. Preserves academic files of all alumnae.
   b. Maintains list of GRE scores, etc.
   c. Issues to all major administrative offices any changes of address fo current students.

I. ORGANIZATION OF THE COLLEGE: C. FACULTY

Procedures Governing Faculty Meetings
Department Chairpersons
Rank
Termination of Contract
Processing of Faculty Grievances
Tenure
Freedom and Responsibility of the College Teacher

PROCEDURES GOVERNING FACULTY MEETINGS

The members of the faculty, meeting as a body, constitute the legislative body dealing with issues of educational policy and procedures. Ordinarily, there is a regular meeting of the Faculty on the first Monday of the month during the academic year. This monthly meeting may be omitted when, in the judgment of the President of the College, there is no business requiring a meeting at that time. Also, a meeting may be called by the President of the College on some date other than the first Monday of the month when this seems desirable.

The President of the College is the Presiding Officer at Faculty Meetings. In the absence of the President, the Dean of the College presides. In the absence of both the President and the Dean of the College, the President will designate the person to preside.

The Secretary of the Faculty is elected annually by the Faculty.

Those entitled to attend Faculty Meetings on a regular basis are: Full-time and part-time teaching members of the faculty; members of the Library Staff having faculty status (i.e., with a degree in Library Science or its equivalent); members of the Administrative Staff (President, Dean of the College, Dean of Students, Business Manager, Director of Development and Public Relations, Director of Admissions, Alumnae Director); and other members of the staff designated by vote of the Faculty. Currently these are:

- Assistant Dean of the College
- Assistant Dean of Students
- Registrar
- Chaplain
- Director of Career Development
- Director of Financial Aid
- College Physician
- College Psychiatrist
- Associate Directors of Admissions
- Director of Information Services
- Assistant Director of Development and Public Relations
- Career Counselor

Those having a vote on matters to be acted upon are: Full-time teaching members of the Faculty having the rank of Instructor or above, full-time members of the Library Staff having faculty status, the President, the Dean of the College, the Dean of Students, the Assistant Dean of the College, and the Director of Admissions.

Ordinarily a simple majority vote of eligible voters present and voting is required to approve an action presented to the Faculty. By a simple majority vote of the faculty a larger majority vote may be ordered on any matter before the Faculty.

July 1975

I C 2

DEPARTMENT CHAIRPERSONS

The function of the department chairperson is to coordinate the work of that department. The chairperson is expected to consult with the members of the department on matters involving the interests of an individual instructor or of the department as a whole.

In consultation with the Dean of the College and other members of the administration, the chairperson formulates the budget and handles matters pertaining to recruitment of personnel. In consultation with members of the department, the chairperson proposes course and catalog changes as these pertain to the department and also provides the Registrar's Office with a suggested schedule of classes.

Appointment to the position of chairperson of a department is for an initial term not to exceed three years. At the expiration of this period and at the close of each subsequent triennium, the appointment of a chairperson is made by the President after consultation with the Dean of the College and with members of the department. A professor may not serve as chairperson during the final year preceding retirement.

Summer 1975

RANK, TERM OF CONTRACT, AND TENURE

RANK

Recommendations for Promotion

Recommendation for promotion shall be made by the chairperson of a department after advisory consultation with the other members of the department having rank higher than that of the individual concerned. Consideration of the promotion of a person may be initiated also by the President, the Dean, or by any member of the faculty.

(Adopted by the Faculty April 13, 1953)
July 1975

Requirements for Appointment and Promotion

GENERAL

When an appointment is to be made or a promotion granted, consideration will be given to qualities of mind and character and contributions to community living. Promotion will be based upon sound scholarship and effective teaching progressively enriched by the study and investigation essential to increasing mastery of one's own subject and broadening of one's interests and outlook. Participation in professional activities and occasional publication will be viewed as assets.

Whenever an academic degree is specified in the qualifications listed for a rank, its logical equivalent in professional accomplishment is acceptable.

When promotion is recommended stress will be laid upon achievement and promise rather than upon length of service. Although there is no requirement of a minimum number of years in any rank before promotion is given, the period shall be sufficient for proper evaluation of the qualities of the person concerned.

Instructor: At the minimum, the A.M. degree, preferably with some teaching experience.

Assistant Professor: Either the Ph.D. or the A.M. and substantial progress toward the Ph.D. A record of successful teaching is normally expected for initial appointment at this rank.

Associate Professor: The Ph.D. Productive scholarship; successful teaching experience; continued professional development.

Professor: The Ph.D. Sound scholarship evidenced not only in the quality of one's teaching but also in other achievement -- such as publication or significant service to the College or community -- recognized by one's professional associates as noteworthy.

(Adopted by the Faculty March 2, 1959, as a revision of provisions adopted April 13, 1953.)

July 1975

Terms of Appointment

Instructor: An instructor shall receive an original appointment for one year. There shall be a normal expectation of a second appointment for a one-year period if the appointee's work has been satisfactory. Succeeding appointments shall be for one-year periods. An instructor who at the end of the fifth year is not qualified for promotion should not expect reappointment.

Professorial Rank: All new appointments to professorial ranks shall be for a period not to exceed three years.

TERMINATION OF CONTRACT

1. Dismissal.
When the dismissal of a professor with tenure is necessary, the procedures suggested by the American Association of University Professors will be followed. These are outlined on page 86 of the AAUP Bulletin, Vol. 37, No. 1, and are as follows:

"Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an adviser of his won choosing who may act as counsel.* There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of the charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

"Termination of a continuous appointment because of financial exigency should be demonstrably bona fide."

(Adopted by the Faculty April 13, 1953) July 1975

* The word "counsel" is interpreted to mean a friend, not a legal representative.

2. Resignation.
The following principles should govern the notification which a member of the faculty gives before resigning:

Notification of resignation by a college teacher ought, in general, to be early enough to obviate serious embarrassment to the institution, the length of time necessarily varying with the circumstances of his particular case.

Subject to this general principle it would seem appropriate that a person having tenure should ordinarily give such notice before April 1, and persons not having tenure should take such action before April 15.

(Adopted by the Faculty May 5, 1958) July 1975

3. Notification of Nonreappointment.
If a contract is not to be renewed for a teacher without tenure, notification as to this fact shall be given as follows: For the person in a first year of full-time teaching at Randolph-Macon Woman's College, notice shall be given not later than three months before Commencement. For the person in his second year at R-MWC, notice of nonrenewal shall be given by December 1. For the person who has taught two years or more consecutively at Randolph-Macon on a full-time basis, notice of nonrenewal of appointment shall be given not later than Commencement of the year prior to the terminal year.

(Adopted by vote of the Faculty November 6, 1961 and amended November 5, 1973)

Procedure for Handling Faculty Grievances

See page I C 5 for an explanation of the procedure for handling faculty grievances.

TENURE

A statement of the present policy of the College concerning the granting of tenure will be found on page I C 6.

July 1975

TENURE

In recognition of its responsibility to strive for maximum strength within the faculty, the College maintains a policy of selective retention of faculty through appointment without term.

Probationary Period

A probationary period, during which the individual's competence and promise will be under regular review, will be in effect to allow consideration for tenure. The probationary period will be of sufficient duration to enable colleagues to evaluate the individual's performance and to provide the individual with time and opportunity to prove his or her abilities.

A formal decision concerning tenure will be made during the candidate's fifth year of full-time service on the Randolph-Macon faculty, at least two years of that service being at the rank of assistant professor or higher, with the following exceptions.

1. For a person coming to R-MWC at the rank of associate or full professor and with prior tenured teaching experience, appointment without term is made during the individual's third year of full-time teaching here.

2. For a person coming to R-MWC at the rank of assistant professor and with prior tenured teaching experience, appointment without term is made during the individual's fourth year of full-time teaching here.

An extention of the probationary period beyond five years may be granted on an annual basis by mutual agreement between the President of the College and the faculty member. Normally there will be no more than two such extensions. An individual will be considered for tenure during each year of this extended probationary period.

Conditions

A faculty member will be recommended for tenure when he or she

1. has completed the probationary period, as defined above;
2. has demonstrated mastery of his or her academic field and a high level of competence in teaching;
3. has been awarded the doctorate or its equivalent in professional accomplishment in the discipline in which tenure is sought; and
4. gives promise of continued growth as a scholar and teacher.

Procedure

In order to determine the extent to which the individual has fulfilled these conditions, the following procedure will be observed.

At least one year before the formal decision concerning tenure, the Dean of the College will arrange a conference with the candidate concerning his or her qualifications. At this time the faculty member may submit any materials which may contribute to an adequate consideration of his or her circumstances.

During the fifth year of the probationary period, with the exceptions noted above, the tenured members of the candidate's department will make a recommendation concerning tenure to the Dean of the College and the tenured faculty on the Academic Personnel Committee. In the case of a de-

partment having fewer than two tenured faculty members, the recommendation will be made jointly by any tenured member of the department and tenured faculty from related departments selected by the Academic Personnel Committee.

The Dean of the College and the tenured faculty on the Academic Personnel Committee will review the department's recommendation and, after adding to it their own recommendation, will consult with the President of the College regarding the recommendation.

(Adopted by the Faculty September 1, 1975)

THE FREEDOM AND RESPONSIBILITY OF THE COLLEGE TEACHER

The historical relationship of academic freedom to the cause of democratic freedom has been well stated by the Southern Association of Colleges and Secondary Schools, a voluntary association of institutions of which Randolph-Macon Woman's College is a member. Its report on standards for membership says, in part:

> The great movement of liberty-loving peoples, which began at Runnymede in the thirteenth century, has sought to eliminate arbitrariness... and to establish a government of laws rather than of men. The Constitution, the Bill of Rights, and the great body of laws developed in democratic countries, all have been directed towards achieving this goal. Bias and prejudice are the enemies of objective judgment and justice. The history of democratic government records the struggle ... to eliminate them as elements in social control. The history of educational administration records a similar struggle.... In upholding this [aim] ... educational associations may be a strategic bulwark in support of the American way. In failing to uphold it they may be responsible for destroying some of the most precious values in our democratic heritage.

Our support of this aim and of the values of our democratic heritage is outlined in the two-part statement that follows.

Academic Freedom and Responsibility

The search for truth and its free communication are basic in a democracy. Academic freedom in teaching and research is essential to these purposes. The privilege and responsibility of the individual teacher are to stimulate and direct the intellectual growth of his students and to extend his knowledge of his field. It is his duty to guard the freedom of inquiry, both from outside influences and from personal commitments which would be incompatible with this freedom.

Along with the satisfactory performance of his duties as a teacher, the faculty member is free to investigate and to publish the results of his research, since such work is fundamental to the community of knowledge. In both his teaching and his research the faculty member should recognize his responsibility to conduct himself so that the purposes of academic freedom will be strengthened by his actions.

The Faculty Member in the Community

The college teacher has the same freedom as any other person in the community to carry out what he feels to be his obligations as a citizen. He is free to speak and write on public issues about which he is concerned. He is free to belong to and participate in lawful political, social, and religious groups of his own choosing.

As an active citizen he has not only the freedom of all other citizens, but also the responsibilities such freedom entails. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public tends to judge his profession and his institution by his utterances.

The college teacher is constantly studying new findings and dealing with new ideas. To be effective, he must be alert to the latest developments in his field. Thus the thoughts that he expresses as a citizen might at times differ from those more widely accepted in the community. Yet no human society has survived by clinging blindly to the past. In order to develop, it must apply its long-established principles in the light of new knowledge. The society has the right to expect the college teacher to be a source of ideas essential to continual growth.

> "Newspapers are jealous of the freedom of the press and resist any infringement of this freedom. The courts and the members of the bar are concerned with freedom of speech and resent any infringement of this freedom. The universities have as their special province and responsibility freedom of inquiry. This is the most fundamental of freedoms. Without freedom of the mind we would shortly have no freedom at all."
>
> Chancellor William Pearson Tolley
> Syracuse University

Drafted by a joint Trustee-Faculty Committee
Adopted by the Faculty and the Board of Trustees, 1964-65

I. ORGANIZATION OF THE COLLEGE: D. COLLEGE COMMITTEES

COLLEGE COMMITTEES

Standing Committees

Standing committees at Randolph-Macon are classified into three categories:

Heavy Load, Light Load, and Seasonal Heavy Load. The purpose of this classification is to provide a general idea of the amount of time required of committee members in performing their responsibilities. A Heavy Load Committee generally meets weekly throughout the academic year. Although some Heavy Load Committees may meet less often than weekly, it is unusual for one to meet less than twice a month. A Light Load Committee generally meets monthly or less frequently throughout the academic year. At certain times of the year, however, it may meet more often. A Seasonal Heavy Load Committee does the majority of its work during a limited portion of the school year. During the time of maximum involvement, members of a Seasonal Heavy Load Committee can expect to meet weekly. During other times, the Committee is likely to meet monthly or less.

Included among the standing committees are the following:

1. Academic Personnel Heavy Load

   The primary functions of the Committee are:

   a. To review (or pass on to the appropriate body) any issue which a faculty member refers to the committee as constituting a significant factor in the morale of the Faculty.

   b. To review matters such as tenure, promotion, and academic freedom, and to bring to the Faculty any such matters requiring Faculty action.

   c. Upon request of the Administration, to serve in an advisory capacity on questions of promotion and tenure.

   d. To review and implement proposed changes in wording of the Faculty Handbook and to present to the Faculty or to the Administration for approval proposals that involve policy changes.

   In addition, two subcommittees act (as an ombudsman might) to consider personal complaints or problems brought by individuals. One of these subcommittees concerns itself with individual faculty members; it consists of three faculty members. The other concerns itself with individual students; it consists of three faculty members and two students. These subcommittees, or individual members, either deal directly with a problem or indicate an appropriate way to find a resolution. Although not a member of either subcommittee, the Dean of the College serves as a member of the full committee.

2. Academic Program Heavy Load

The Committee considers questions concerning the curriculum and other aspects of the academic program. Matters may be presented to the committee by any member of the Faculty or Administration, a department, or the Student Curriculum Committee, or they may originate within the committee. It approves academic proposals (e.g., independent study projects or "one-time" courses) not explicitly assigned elsewhere. It reviews annually departmental proposals for course changes and approves or rejects these within the context of existing policy. Approved proposals are announced to the Faculty and are binding unless challenged. The committee may consider and recommend to the Faculty short-range changes in educational policy which require prompt action and which constitute a revision of existing faculty legislation. The committee serves in an advisory capacity to the Dean of the College upon request of the Dean. Students on the committee furnish information on student needs and attitudes and provide liaison between the Academic Program Committee and the Student Curriculum Committee.

3. Admissions Seasonal Heavy Load (Spring)

Faculty members of the Committee read and evaluate all application folders. When necessary, the entire committee meets to discuss and reach a decision as to the admissibility of an applicant. The committee provides the Admissions Office with guidelines for the identification, encouragement and selection of students for admission. Student members of the committee participate in the consideration of policy matters, but not in the consideration of individual applicants. They also share in entertaining prospective students.

4. Art Gallery and Collection Light Load

The Committee establishes or interprets policies relating to the use of the Art Gallery and to the lending, care,or acquisition of works of art.

5. Career Planning Light Load

The Committee serves as a liaison between the Career Development Center and the rest of the college community. Its function is to foster an increased awareness of the relationship between academic planning and career planning. The committee meets with visiting recruiters; it encourages department chairpersons to assure that their departmental staffs and majors learn the resources of the Career Development Center.

6. Catalog Seasonal Heavy Load (Spring)

The Committee serves as an editorial board for the college catalog. It sets the schedule for the submission of copy by members of the faculty and administration, edits the copy, and then sees the catalog through the press.

7. Committee on Committees Light Load

The Committee develops and annually reviews guidelines for committee functions, schedules occasional meetings of committee chairpersons to coordinate committee activities, replaces vacated committee positions, nominates persons for posts to be filled by faculty election (except in the case of the Faculty Representative to the Board of Trustees, in which instance the committee receives nominations from the faculty and conducts the election), and assists the President in appointing committee members.

8. Faculty-Trustee Light Load

The Committee functions as a channel of communication between the Board of Trustees and the Faculty on any matters of mutual interest or concern.

9. Fine Arts Programs Light Load

The Committee selects presentations in the performing arts to be brought to the campus. For such events, the committee attends to all details that are the responsibility of the sponsor such as reservation of dates and halls, advance publicity, and printing and distribution of tickets and programs.

10. Instructional Materials and Academic Uses of the Computer Heavy Load

The Committee is responsible for:

a. Establishing policies and dealing with matters that may arise in connection with the operation of the Bookshop, the Library, Audio-Visual Aids, and the instructional use of computers.

b. Developing programs to instruct the faculty in educational uses of available equipment; for instance, seminars on computer use and programming, workshops on the use of Audio-Visual equipment, seminars on preparation of Audio-Visual aids.

11. Inter-College Planning Committee Light Load

The function of this Committee is to consider matters of mutual interest to the three colleges constituting the Tri-College Center of Virginia. These are Lynchburg College, Randolph-Macon Woman's College, and Sweet Briar College. Its primary objective is to encourage cooperation among the members of the Center so that the quality of the academic program shall be enhanced at all three of the colleges and the individuality of each shall be preserved. It seeks to foster the sharing of resources and the most effective possible use of funds.

The makeup of the Committee provides representation from every sector of the college community: administrative officers(i.e., Deans, Finance Officers, Development and Public Relations Officers, Librarians), faculties, and students. In addition, the membership includes the Coordinator of the Tri-College Center of Virginia, the Coordinator of Government Relations and Sponsored Programs, the Director of the Educational Computer Center, and

Tri-College appointees: The regular faculty members of the Committee are elected to represent a group of disciplines (i.e., Arts and Humanities, Natural Sciences, and Social Sciences). At the end of a term of office, the member is replaced by a representative from the next college in alphabetic sequence. For the next two years the composition is as follows:

Administration:
Dean - SBC (75-76); SBC (76-77)
Treasurer - LC (75-76); LC (76-77)
Development and Public Relations - R-MWC (75-76); R-MWC (76-77)
Librarian - R-MWC (75-76); SBC (76-77)

Faculty
Arts and Humanities - SBC, LC (75-76); LC, R-MWC (76-77)
Natural Sciences - R-MWC, SBC (75-76); SBC, LC (76-77)
Social Sciences - LC, R-MWC (75-76); R-MWC, SBC (76-77)

The regular faculty representatives are elected by the faculty on each campus. The president of each institution in consultation with the president of that student government appoints one junior to serve for a two-year period. The term of office for representatives of the administration, faculty, and student body is two years. A member may not continue to serve while on Sabbatic Leave unless he or she is available for meetings on a regular basis.

Each committee member represents his counterparts in all three institutions and takes appropriate action to consult, inform, and obtain the consensus of his colleagues on matters before the Committee. In matters of concern to a particular office or sector of the colleges, the counterparts of the committee member will be asked to meet with the Committee. This will apply to the Deans, Treasurers, Development and Public Relations Directors, Librarians and any individual with a project in process of being formulated or implemented. The Committee may be expanded on an ad hoc basis at the request of any member or the President.

The Committee, in addition to generating ideas and reviewing proposals of others, acts as staff to the Presidents in advising and facilitating the operation of any approved proposal. Approved recommendations are sent directly to those who are to carry out the project over the Presidents' signature. The results and actions will be channeled back through the Committee for report to the Presidents.

The Presidents' approval of projects and directives for action provides the Committee's operational authority. The I-CPC will then send recommendations directly to the affected college officials on routine matters. When higher direction is required, the I-CPC will refer the matter to the Chairman of the Tri-College Center of Virginia.

12. International Studies Light Load

The Committee is responsible for:

a. Recommending to the Director of Admissions international students to be admitted to Randolph-Macon.

b. Selecting, together with the Director of the Reading Program, the

applicants to be invited to participate in the Reading Program. (A subcommittee, composed of the Reading Liaison Officer, the Dean of Students, and one faculty member, reviews all applications, copies of which are also sent to the Director at Reading. From both sources, the subcommittee compiles a list of applicants, which it recommends to the entire committee for final decisions).

c. Collecting and coordinating information regarding study abroad in programs of two kinds: those run by the College (e.g., that at the University of Reading) and those run by other institutions. If the sponsor of a program is not a regionally-accredited institution of higher education, the Dean of the College makes available to the committee information useful in evaluating the program. The committee then recommends to the Dean whether or not work done in such a program can be used toward the degree requirements at Randolph-Macon. The committee has only a coordinating function with respect to College-sponsored summer programs abroad.

d. Developing ideas and new concepts regarding foreign students being brought to the home campus or our students going abroad; and facilitating the exchange of ideas between foreign students and American students at the College.

e. Passing on to the Dean of Students any information it receives of personal problems encountered by an international student.

13. Planning Heavy Load

The Committee is responsible for developing long-range plans for the College. These plans include the following areas:

a. Academic policy and educational innovation;

b. Campus social life and interaction among the various segments of the college community.

c. Plant development and fund-raising objectives.

It is recommended that there be subcommittees, each responsible for considering one of the areas listed above and then reporting to the full committee.

Since planning should be a dynamic and iterative process, the College's goals and plans for implementation should be reexamined each year and recast as necessary. Plans developed by the committee are submitted annually to the faculty, to the administration, or to the Board of Trustees as appropriate for approval and implementation.

14. Professional Development Heavy Load

The Committee's function is to foster optimum professional development by every member of the faculty. This includes encouragement of effective teaching by providing for:

a. In-service training of new faculty members;

b. Faculty self-evaluation;

c. Maintenance in the library of an information center on teaching practices at other colleges.

The committee processes applications for the Humanities Grants and the Randolph-Macon summer grants to facilitate scholarly research and writing.

15. Public Presentations Heavy Load

The Committee has a general concern with all campus speakers except departmental programs. It plans and implements the Forum programs. It is responsible for making arrangements (housing of the speakers, stage facilities, receptions, Junior Ushers, etc.) for these and certain other all-campus functions.

16. Schedule of Events Light Load

The Committee establishes and assists in implementing policies regarding the allocation of spaces and times for campus events.

17. Scholarships and Aids Light Load

The Committee handles all matters of policy connected with the college program of financial aid for students. It establishes guidelines for grants-in-aid, scholarships, and loans, and it makes general policy decisions on student working hours. The Chairman and the Director of Financial Aid select the recipients of most named scholarships. The Director keeps the committee informed about federal programs. The committee hears appeals from students regarding award decisions, and it assists the Director in determining financial need in certain cases.

Ad Hoc Committees.

Members of the faculty and administration are asked to serve on ad hoc committees as needs arise.

II. FRINGE BENEFITS: A. PROFESSIONAL

Grants for Attendance at Professional Meetings
Grants for Study and Research
Sabbatic Leave

FRINGE BENEFITS
PROFESSIONAL DEVELOPMENT

I Grants for Attendance at Professional Meetings

A. General information

To assist in meeting the expense of attending professional meetings, the College will allow up to $150 per year (June 30 to July 1) to each full-time member of the faculty. In any two-year period (without overlapping), a total of $300 may be requested. The designation of a "two-year period" may not be changed after the end of the second year of the period. In one's first year of employment the allowance may not exceed that for a single year.

B. Authorization of expenses

1. A report of expenses shall be presented in duplicate to the office of the Dean of the College for final authorization within thirty days after the event. (See next page.) A form for this report is available in the office of the Business Manager.

2. The amount requested is to be figured in the following way:

   a. Transportation
      (1) Actual fare for train, plane, or bus
      (2) Actual fare for Pullman, not to exceed charge for roomette
      (3) Partial cost of automobile
         (a) A person traveling in his own car will be allowed mileage cost not to exceed 10 cents per highway mile.
         (b) A person traveling in another's car and contributing his proportional share toward the cost of the trip can be reimbursed for this expense. Thus, if two persons are in the car, each person's share will be one half of 10 cents per mile; if there are three persons, one third, etc.
   b. Room and meals:
      Actual charge for hotel room and meals, not to exceed $25.00 per day
   c. Registration fee for the meeting

II Grants for Study and Research

A. General information

1. The purpose of these awards is the professional development of full-time members of the Randolph-Macon faculty. If a renewal of contract for the following year is tendered but not accepted, the grantee must repay the full amount of the award to the College; if the award was for use during the summer, it shall be repaid no later than January 15; or if it was for use during the academic year, no later than May 15.

II A. 2. Each application must constitute a clear statement of the nature and objectives of the project and include an itemized list of anticipated expenses. (In the estimate of expenses, a maximum per diem allowance of $25 for room and board is suggested and 10 cents per mile for transportation by automobile.) The formal report on the project must make clear the extent to which the recipient has implemented the plan set forth in the proposal. The application and the report should be addressed to the Chairman of the Committee on Professional Development and be deposited in the Office of the Dean of the College in advance of the deadlines shown below.

3. The Committee on Professional Development reviews all applications received before the deadlines and recommends to the Administration of the College those which seem most worthwhile.

4. A faculty member may hold one of these awards in conjunction with grants from outside sources if the amount actually expended in the pursuit of the project is demonstrably as great as or greater than the total awards from all sources.

5. The Committee urgently requests that any faculty member applying to an outside source for a grant, whether personal or institutional, consult with the Dean of the College before the application is submitted. There are several reasons why such a consultation can be advantageous to both the applicant and the institution.

   a. The Dean maintains a file of grant sources and may be able to direct a faculty member to a source other than those of which he or she is aware.
   b. The Dean may know of the success of previous applications to specific sources and may be able to direct the applicant to persons who have been successful in obtaining grants and therefore can give helpful advice.
   c. If successful, an application -- whether personal or institutional -- may involve the College in commitments of which the Dean should be aware.
   d. As a matter of interest to both accrediting organizations and potential donors.

B. Types of grants

1. Summer grants

   a. Purpose: to support work leading to significant progress toward the Ph.D. or comparable high degree or to some form of scholarly publication. Exceptions to this may be made for a member of the faculty who has not attained the Ph.D. but has received professional recognition.
   b. The maximum grant to be made to any one person is $400. The last date on which an application can be accepted for consideration by the Committee on Professional Development is March 1. In order to claim the money to be awarded for an approved grant, the applicant should file with the Dean an expense form, which is available in the Treasurer's office.

II B. 2. Humanities grants

a. Eligibility
Members of the following departments may apply: Art, Asian Studies, Classics, Dance, English (including Theatre), German Studies, History, Music, Philosophy, Religion, Romance Languages, Russian Studies.

b. Types of programs:

(1) Research projects, usually directed toward publication. These may range from the small project which can be carried on locally with the use of interlibrary loans and some trips to nearby research libraries to the somewhat larger project which can be conducted at some center during the summer months, sabbaticals, and leaves of absence.

(2) Study projects, either formal or informal, pre- or post-doctoral. The normal assumption is that, beyond the doctorate, formal study is limited to work at the graduate level and in one's own field, but exceptions to this policy will be considered on their own merits. For example, a person who is interested in Greek philosophy or history but who has had little previous study of this language, might request a grant to study the Greek language. Study projects have the same range in size and time as the research projects described above. Formal projects include actual course work, summer institutes, and/or seminars on location at a graduate school. Informal study projects consist of self-directed study projects which are distinct from research programs by being broader in scope. At the pre-doctoral level, strong priority will be given to formal programs of study.

(3) Projects in the Fine Arts, directed toward performance or public exhibitions

(4) Reduced load grants. To assist a person who has arranged to have a reduced teaching load (normally one-half) while working on a project. The award supplements the resulting reduced salary of the recipient.

(5) Travel grants. To be used in connection with the projects listed above or with projects of a special nature, e.g., international congresses and institutes, group study tours, etc. Grants for attendance at regular annual meetings of national or regional professional associations are excluded, but see above: Expense allowance for professional meetings.

c. Exclusions
Such items as typing services, Xeroxing, microfilming, etc., will normally not be subsidized except in connection with projects supported by a grant. Because these grants are intended for the professional development of the individual faculty member, a program centered on the preparation of specific courses or a single course is not eligible.

3. Grants from the Special Fund in Biology

Grants for professional development are available to biologists. Applications should be filed through the Chairman of the Department of Biology.

4. Grants from the Special Fund in Mathematics

Grants for professional development are available to mathematicians. Applications should be filed through the Chairman of the Department of Mathematics.

C. Reports

A report on the use of a grant shall be made according to the following schedule. For a grant which is used during the summer, the report shall be submitted no later than the end of the second week after the beginning of classes in the fall. For a grant which is used during the academic year, the report shall be due by the end of the second week after the last day of classes in the spring.

The report shall be filed with the Dean of the College. If the award is from the Special Fund in biology and mathematics, a duplicate copy of the report must be filed with the chairman of the department involved. A sample form for reporting expenses is shown on the following page.

III. Sabbatic Leave

A. Purpose:

To encourage scholarly pursuits which will contribute to one's effectiveness as a teacher.

B. Eligibility:

Any member of the faculty may apply for such a leave if he or she has reached the rank of assistant professor and has completed six years of full-time teaching at Randolph-Macon Woman's College. In all cases the granting of a leave is contingent upon satisfactory arrangements being made to meet the needs of the department concerned. Since the purpose of the sabbatical program is to strengthen the teaching program of this institution, it is expected that any person taking advantage of the sabbatic leave privilege will return to Randolph-Macon for at least one full year.

C. General Information:

A leave may be either for a full year at half salary or for one semester at full salary. Although a faculty member who is on sabbatic leave from Randolph-Macon is not expected to undertake full-time employment, an exception may be made if his or her plans involve a type of activity which will lead to professional development and will be of benefit to the College. In any decision concerning such employment during a sabbatic leave, the compensation which a person will receive from his extra employment will be taken into consideration when determing the amount of sabbatic leave salary to which he will be entitled.

D. Reports:

A written report on the use made of a sabbatic leave shall be submitted to the Dean of the College by the first of the month following one's return to Randolph-Macon.

Approved by the Faculty October 5, 1953
Revised July 15, 1975

II. FRINGE BENEFITS: B. PERSONAL

Insurance
Salary Continuation in Cases of Extended Disability
Retirement Plan
Housing
Scholarship Programs for Dependents
Faculty and Staff Recreation Facilities
Medical Services

INSURANCE

1. Group Insurance Plan

All full-time employees of Randolph-Macon Woman's College may participate in the Group Insurance plans outlined below (the Life and Hospitalization policies are offered as a package plan only):

Life Insurance

The amount of life insurance which an individual may secure through the College's group plan is related to his annual earnings as follows:

Annual Earnings	Amount of Insurance
Less than $2,000	$ 1,000
$2,000 but less than $3,000	$ 2,000
$3,000 but less than $4,000	$ 3,000
$4,000 but less than $5,000 etc., to a maximum of $10,000 and over	$ 4,000 $10,000

This life insurance has both a paid-up value and a cash value at retirement, the amount of each depending upon the length of time the insurance has been carried.

The cost to the individual is $1.30 per month per $1,000 of insurance. The College's contribution is that amount needed to buy enough Term insurance to make up the difference between the amount of paid-up insurance (purchased by the individual's own payments) and the total amount of insurance for which the individual is covered.

Hospitalization, Surgical, Medical and Major Medical Insurance

This insurance involves the combination of a basic hospitalization, surgical, and medical payments plan with a major medical plan.

The basic plan provides payments for various types of expenses according to a set scale.

The major medical plan is an extension of certain basic hospital, surgical, medical benefits to help meet the unusual expense of prolonged and/or serious illnesses or injuries. The maximum benefit for any one person covered is $250,000. In addition, the amount which has been counted against the maximum benefit of a covered family member and not previously reinstated will be automatically reinstated up to $2,000 annually.

Approximately 70% of the cost of the combined hospitalization, surgical and medical payments plan and of the major medical plan is covered by the College and approximately 30% is paid by the individual.

Payments by the individual are made by means of paycheck deductions over 8 months of a year. Full details of these plans are given in a booklet (revised to March 1, 1973) which may be secured from the Treasurer's Office.

2. Accident Medical Reimbursement Plan

This plan is open to all members of the faculty and staff. A participant will be reimbursed for any medical expense which may arise from an accident. Specifically the plan covers:

(1) Medical and surgical treatment by a physician
(2) Hospital confinement and Nurse's services
(3) Miscellaneous hospital expenses -- Drugs, Medicines, etc.
(4) Dental treatment made necessary by injury to natural teeth
(5) Ambulance Expense

Bills up to $1,000 will be paid for each accident. Because it is not intended that anyone receive greater benefits than the actual net cost benefit incurred, any coverage under other "group plans" will be taken into account in determining the amount of benefit payable under this plan. Specifically, this plan will pay either its regular benefits in full or a reduced amount which, when added to the benefits available under the other plan or plans, will equal 100% of allowed expense.

Participation is optional for members of the faculty and staff. The cost is $21.00 payable annually by the insured person.

3. Workmen's Compensation Insurance

The College provides workmen's compensation insurance for all employees. This insurance provides for coverage for accidents occurring as a result of performing services for the College.

November 1, 1966
Revised Summer 1970
Revised July 1975

SALARY CONTINUATION IN CASES OF EXTENDED DISABILITY

In cases of extended disability, continuation of salary on either a full or partial basis is provided for any person employed full time by Randolph-Macon Woman's College as a faculty member, administrative officer or administrative assistant as follows:

Faculty
Professional Library Staff
Administrative Officers as follows:
- President
- Dean of the College
- Dean of Students
- Treasurer
- Director of Admissions
- Director of Development and Public Relations
- Alumnae Director
- Chaplain
- Director of Career Development
- Director of Financial Aid
- Director of Information Services
- Registrar
- Manager of Bookshop
- Superintendent of Buildings and Grounds

Others participating in this plan as of December 31, 1959

Persons holding title of "Associate", "Assistant", or "Assistant to" in relation to the above seven officers

1. The College will continue the payment of salary for the following periods:

   a) In first year of employment — 2 months

   b) In second year of employment — 4 months

   c) After second year of employment — 6 months

2. In any consecutive five-year period a person may receive continuation of salary under the above plan for up to a total of twelve months.

3. After six months of continuous total disability a full-time member of the faculty or administration participating in the TIAA program becomes eligible for coverage by a Total Disability Benefits Insurance plan which the College has with TIAA, all premium payments for this plan being paid by the College. This plan provides the following benefits until the recipient reaches normal retirement age (see II B 4, Item 2), at which time TIAA annuity income begins.

   a) 60% of the first $1,500 of monthly salary base (12 payments annually) or any part thereof plus 40% of such monthly salary base above $1,500, but not to exceed $1,200 monthly, including any income benefits payable from Social Security and Workmen's Compensation.

   b) Waiver of annuity premiums. The TIAA-CREF annuity premiums are paid by TIAA in the same amount that was being paid in the regular operation of the College's retirement program when the staff member became disabled.

Inability to perform all or part of one's college responsibilities shall be certified to the Business Manager of the College by the attending physician if the disability continues for more than two weeks. It is the responsibility of the disabled person to have this certification made.

Effective April 1, 1956
Revised August 1964
Summer 1970
July 1975

RETIREMENT PLAN

1. Participation: A retirement plan is provided for the following individuals whose appointments are full-time and are not temporary, provided they are between the ages of 30 and 60 on the effective date of this plan or at the time of employment, whichever is the later.

   Faculty
   Professional Library Staff
   Administrative Officers as follows:
   - President
   - Dean of the College
   - Dean of Students
   - Treasurer
   - Director of Admissions
   - Director of Development and Public Relations
   - Alumnae Director
   - Chaplain
   - Director of Career Development
   - Director of Financial Aid
   - Director of Information Services
   - Registrar
   - Manager of Bookshop
   - Superintendent of Buildings and Grounds

   Persons holding title of "Associate", "Assistant" or "Assistant to" in relation to the above seven officers

   Others participating in this plan as of December 31, 1959

   Upon completion of two years of service, the above named individuals are required to participate in the Retirement Plan unless specifically exempted by the Executive Committee of the Board of Trustees.

2. Retirement: Except as provided in Section #3, all participants in this retirement plan shall retire at the end of the academic year in which they attain the normal retirement age. "Normal retirement age" is 68 for persons employed before July 1, 1974, and 65 for those employed after that date.

3. Extension of Service: By special vote of the Executive Committee of the Board of Trustees, extensions of service beyond normal retirement age may be made for definite periods not to exceed one year each.

4. Contributions: (as revised October 27, 1961) -- Randolph-Macon Woman's College will pay 10% of each participant's monthly compensation as the premium for a retirement annuity contract on the participant's life. No premium payment is required of a participant. If the participant desires, he can request that, within the limits set by the Internal Revenue Service, a certain per cent of his regular monthly compensation be deducted and forwarded, along with the College's contribution, to the Teacher's Insurance and Annuity Association. Any such additional contribution by the individual will increase the amount of the annuity available upon retirement.

5. Participants in the College Retirement Program carried by Teacher's Insurance and Annuity Association may enter into an agreement with the College for the purchase of tax deferred annuity known as "The Salary or Annuity Option". For details of this program one may consult the Treasurer of the College.

6. Leave of Absence: During a regular sabbatic leave, Randolph-Macon Woman's College will continue payments on the basis of full compensation. When a participant is allowed a leave of absence for which there is no compensation from Randolph-Macon Woman's College, no payment toward that person's retirement annuity will be made by the College. If a person should be employed on a part-time basis during such a nonsabbatic leave, Randolph-Macon Woman's College will make payments on the amount of his pay for this part-time service.

7. Contracts: Each retirement annuity contract written in accordance with Section IV is the property of an individual participant. Each contract is between a participant and the insurance company.

8. Supplementary Benefits, Aged 30-59 on September 1, 1946: Upon retirement, as provided in Sections #2 and #3, of a participant who had passed the age of 30 but had not attained the age of 60 on the effective date of this plan, Randolph-Macon Woman's College plans, but does not promise, to pay a monthly pension to the participant of 1% of the regular monthly compensation of the effective date of this plan for each year of service prior to the effective date of the plan, but no such pension shall result in a total retirement allowance, including the single life annuity available from the contract provided in Section IV, of more than 35% of monthly compensation of the effective date of this plan. The above supplementary benefits shall apply only to employees on record as of September 1, 1946.

9. Amendment: While it is expected that this plan will continue indefinitely, Randolph-Macon Woman's College reserves the right to modify or discontinue it at any time.

10. Effective Date: The effective date of this retirement plan is September 1, 1946.

Revised October 27, 1961
November 1, 1966
September 1970
July 1975

HOUSING

1. Rental

The College has a limited number of apartments and houses for renting to members of the faculty and staff. These are intended primarily to provide readily available rental housing for new faculty with the expectation that after a few years tenants will find more permanent housing, thus freeing these units for other incoming faculty or staff.

These properties are not to be occupied by faculty or staff members beyond the time of their retirement or after they leave the employment of the College.

Since the College does not attempt to provide rental housing for a substantial portion of the faculty as a form of fringe benefit, an attempt is made to keep rental rates on these properties in line with rental rates prevailing in Lynchburg. These rental properties constitute a part of the investment of the College's endowment funds; this provides a further reason for relating rents to the current local market.

2. Faculty Housing Loans

The following provisions to encourage and facilitate the ownership of homes by members of the Randolph-Macon Woman's College faculty are recommended:

a. Up to $200,000 of the College's endowment funds will be made available for loans to qualified members of the faculty and staff for the purchase or the building of homes for their own occupancy.

b. Qualified persons may apply for <u>either</u> a first mortgage loan <u>or</u> a second mortgage loan. Both types of loans cannot be carried at the same time. After a second mortgage loan has been completely repaid, a first mortgage loan may be applied for.

c. Of the above amount, 75% will be available for first mortgage loans at a rate which will be one half of 1% less than current market rates. This rate is subject to change as conditions influencing loan rates generally may change. Such loans shall not exceed 80% of the cost of the property involved, and the repayment period shall not exceed 25 years.

d. Of the above amount, 25% will be available for second mortgage loans at a rate which will be one half of 1% less than current market rates. This rate is subject to change as conditions influencing loan rates generally may change. Such loans shall not exceed 30% of the cost of the property involved and the repayment period shall not exceed ten years. Also, it shall be required that the purchaser make a down payment of at least 5% of the cost of the property.

2. e. In no case shall the period of repayment extend beyond the year in which the faculty member securing the loan is due to retire.

f. The maximum amount of a single loan shall be $25,000.

g. Repayments shall be made monthly by deduction from the individual's salary check.

h. "Qualified persons" shall be defined as follows:

1) Full-time members of the Faculty as follows:
Instructors -- after five years or promotion plus three years.
Assistant Professors -- after four years or promotion plus one year.
Associate Professors -- after two years or promotion.
Professors -- after one year.

2) Full-time professional library staff as follows:
Head Librarian -- after one year.
Others -- after a period to be determined jointly by the Head Librarian, President, and Treasurer but not to exceed five years.

3) Members of the administrative staff (President, Dean of the College, Treasurer, Dean of Students, Director of Admissions, Director of Development and Director of Alumnae) -- after one year.

4) Other persons holding full-time administrative positions for which they qualify by holding an appropriate advanced degree -- after a period of time to be determined jointly by the President and Treasurer but not to exceed five years.

5) The "qualified person" must be the owner and occupant of the property on which a loan is made. Any exception to this shall be made only when there are special circumstances and, in any case, for no longer than a period of time agreed upon by the Treasurer of the College before the loan is made.

Effective May 13, 1960

Revised October 1960; June 7, 1962;
August 28, 1964; September 27, 1967;
August 1970
July 1975

SCHOLARSHIP PROGRAMS FOR DEPENDENTS

There are three alternative programs of financial assistance for the education of the children of the Randolph-Macon faculty and staff. In any of these programs or in any combination of them, the maximum period of assistance is eight semesters (or the equivalent). These programs may be used at undergraduate or the graduate level or a combination of these, subject to the eight-semester limitation mentioned above, full time.

The three programs are:

1. The child of a full-time member of the faculty, administration, or staff attending Randolph-Macon Woman's College may receive a scholarship covering full tuition. Except for the child of a member of the faculty or administration, the student's eligibility begins after the parent has had two years' current full-time employment at R-MWC.

2. The child of a full-time member of the faculty or staff as listed below is eligible to seek to be included in Tuition Exchange if attending a college or university participating in this program. A student wishing to be included under Tuition Exchange must file a request with the Liaison Officer (i.e., the Dean of the College) at R-MWC.

   Faculty (including librarians having faculty status)
   Administrative officers as follows:
   - President
   - Dean of the College
   - Dean of Students
   - Treasurer
   - Director of Admissions
   - Director of Development and Public Relations
   - Alumnae Director
   - Chaplain
   - Dietitian
   - Director of Career Planning
   - Director of Financial Aid
   - Director of Information Services
   - Manager of Bookshop
   - Registrar
   - Superintendent of Buildings and Grounds
   - Supervisor of Dormitories

   Persons holding title of "Associate", "Assistant", or "Assistant to" in relation to the above seven officers

3. On the terms indicated below, the children of full-time faculty and staff members listed above are eligible to apply for an educational scholarship covering not more than one half of the Tuition and General Fees charged all students (not including any course fees, room and board, or insurance) at any accredited college or university. Within the General Fees, Randolph-Macon will pay for those services which are included in the inclusive fee charged by R-MWC. Application shall be made to the Dean of the College.

   a. Eligibility begins after two years' full-time employment of the parent at R-MWC.

   b. A grant may be used for attendance at any college, university or junior college accredited by the appropriate regional association.

   c. A grant is not made to a student receiving free tuition through Tuition Exchange.

3. d. The applicant must keep the Dean informed of any financial assistance received from nonfamily sources (e.g., National Merit Corporation, the Federal Government, local service clubs, etc.). The grant from R-MWC shall be limited to an amount which will make the total of the two awards not exceed the "Tuition and General Fees" of the institution attended, and in no case shall the share from R-MWC exceed one half of these charges. This stipulation does not apply to the first $100 of a "competitive" scholarship from an outside source.

e. A faculty or staff member's child is required to submit information to the Dean of the College according to the schedule indicated below:

Prospective freshman: No later than February 15 of the spring preceding his admission to college, he shall file a list of the colleges to which he is making application and show for each of these institutions the charges for Tuition and General Fees as identified above.

Admitted freshman: No later than May 10, he shall submit a letter of application, indicating the college to be attended.

Continuing student: No later than May 10, and each year thereafter on the same date so long as he remains in college, he shall submit a letter of application stating the college to be attended and showing his academic record in college and a restatement of the fees for the coming year. To hold a scholarship a student must be in good standing academically (i.e., a C average).

NOTE: Failure to observe the February 15 or May 10 deadline will result in reductions in the amount of the award by 5% for each ten days of delay. For example, 5% by February 25 or 5% by May 20; 10% by March 8 or 10% by May 30; etc.

f. In order that the scholarship payments may be made by the time the institution's bills are payable, the student must file with the Dean of R-MWC a photocopy (Xerox or other similar process) of each applicable bill as soon as it is received by the student or his parents. In order for R-MWC to make its payments promptly, this photocopy must be submitted to the Dean no less than fourteen days prior to its due date.

g. R-MWC will assume the responsibility for requesting from the other institution information concerning the assignment to tuition and other general fees as distinguished from room and board. It will compute the grant on the basis of those figures and the individual student's bill.

SCHOLARSHIPS FOR FACULTY AND STAFF

A full-time member of the faculty, administration, or staff, or the spouse of one of these persons may receive a scholarship covering full tuition while attending Randolph-Macon Woman's College. Special fees (such as performance courses in music, riding, or student teaching) are not included.

February 3, 1958; revised August 26, 1960, August 1964, October 1965, November 1966, September 1970, July 1975.

FACULTY AND STAFF RECREATION FACILITIES -- P.E.R. BUILDING

There are many recreation opportunities and facilities available at Randolph-Macon Woman's College for faculty and staff members during the regular school year. The College encourages your use of these facilities and activities.

The Physical Education and Recreation facilities and activities of the College are primarily designed and scheduled for the use of the students, and secondly for use of the faculty and staff members. When not in use by classes or student groups, they are open and free for adult recreation by students and their friends, faculty and staff and their wives, husbands or friends. These facilities are not available for use by the public.

Facilities Available for Recreation Purposes

1. Outdoor areas:
   Fields for hockey and softball -- Golf practice from top of hill behind tennis courts.
   Eight tennis courts for R-M.W.C. students, faculty and staff. (See sections on Guests and Family Recreation.) These courts are not open to the public. The special surfacing requires the use of tennis shoes. Please, no hard soles or sharp edges, and no vehicles of any kind.

2. Indoor areas:
   The Physical Education and Recreation Building is open and staffed seven days a week during the school year, exclusive of holidays. You are invited to use the building during these hours only. (The schedule of these hours is posted and may also be found in the Student Handbook for the year.) During vacation periods, a special schedule of days and hours will be publicized for Faculty use. (See sections on Guests and Family Recreation.)
   a. Gymnasium:
      For badminton, volleyball, basketball, exercises, and tennis backboard practice. (Tennis shoes are required.)
   b. Main floor lounge:
      Cards, T.V., reading, kitchenette.
   c. Ground floor lounge:
      Table tennis and coke machine.
   d. Swimming pool:
      (See below.)

3. R-M.W.C. Riding Stables:
   Special arrangements have to be made with the head of riding -- Mrs. Claire Cox.

Use of Facilities by Adult Friends of Faculty and Staff

Randolph-Macon students may bring their adult friends of family to play or swim with them. The same policy applies to faculty and staff provided they accompany their visitors, and serve as host or hostess in the building or on the tennis courts and fields.

Opportunities for Instruction

The Physical Education Department faculty are happy to have faculty and staff members enroll in their instructional classes provided they have room in the class desired, the person plans to participate regularly, and the activity lends itself to other than student participation. Consult the instructor involved.

If there is a group of eight or more desiring instruction in a special activity, the Physical Education Department will help in securing a person qualified to teach this activity. Contact the Department Chairperson for this help.

Family Recreation

Faculty and staff may use the College pool and main gymnasium for family swimming or play at hours not conflicting or overlapping with student classes, groups, and scheduled Dip Hours. Family recreation privileges presuppose that you will bring your family and play or swim with them. A child should not be in the building unless accompanied by one of his parents.

Exceptions:

1. Tennis playing children may use the tennis courts for playing tennis when the courts are available, and may bring a tennis playing friend with them. The faculty child must carry an Identification card*.
2. Faculty children 14 years and over may have limited use of the Main Gymnasium during the evening and weekend hours (when not in use by student groups). They do not have to be accompanied by their parents but must present identification cards* to the maid on duty. They are limited to the use of the main floor (lobby and gymnasium) and are not to wander around the building. For any abuse of these privileges or immature conduct (requiring continued correction by the building staff), the privilege will be withdrawn. Each faculty member is directly responsible for instructing his or her older children on procedures and conditions of this privilege and the use of the tennis courts.
3. Faculty children 14 years and over may bring three guests each for a limited use of the main gymnasium. The faculty child should present an identification card* to the maid on duty.

Swimming Pool Use:

Family swimming is "at your own risk" both during vacations and at odd hours during the year -- such as lunch or dinner hours, etc. For safety reasons, there must be at least two adult swimmers in the pool room (not balcony) at all times during the family swimming.

During Student Dip Hours on Saturday and Sunday from 3:00-4:30, faculty and staff may bring their adult guests and families. Faculty and staff may also bring their own children and one guest per child during these same hours.

The children must be accompanied by at least one parent in swim suit on the pool deck.

Please do not bring guests under 18 at times when the pool is to be used "at your own risk".

"Adult" is defined as 18 years and older.

* Identification cards may be obtained from the Business Office.

Facilities During Vacation Periods

1. P.E.R. Building

   Special arrangements will be made for the building to be opened and staffed for faculty and staff recreational use during the Christmas and spring vacation periods.

   During the summer vacation the building is opened for specified hours during special conference group dates -- for your and their recreation. These dates and attendant information are distributed to all faculty at the close of the academic year, or may be obtained from the Business Office during the summer.

2. Tennis Courts

   During all extended vacation periods the tennis courts have to be locked to prevent the public from taking over. A key to the courts is left at the Switchboard and in the main office of the P.E.R. Building. The key may be checked out with with proper identification, and should be returned immediately after you are off the courts so it will be available to others. Please remember that you are responsible for the courts being used only by qualified personnel. (It is a good procedure to simply lock the gate while playing.)

* - Campus Identification Cards

These cards are issued to faculty for members of their family for identification in case they are needed or requested by campus security officers or custodians. It should be carried when checking out the tennis court key or using any of the recreation facilities. Cards are not needed by guests playing with their host or hostess.

* Identification cards may be obtained from the Business Office.

July 1975

MEDICAL SERVICES

The services of the College physician and the Infirmary are intended primarily for the students. With this general limitation, however, the following services are available to faculty and staff members.

1. Emergency service is always available in the Infirmary, administered by the nursing staff unless the College physician is on campus.

2. From time to time, provision is made for prophylactic vaccines to be administered as a public health measure. When such service is provided, announcement is made to those persons eligible. Ordinarily, there is a small charge for the vaccine or serum alone.

3. The College physician is on duty at the Infirmary from 8:00 to 9:00 each morning, Monday through Saturday, and as time permits will see faculty and staff members for consultation in emergency. His treatment of College faculty and staff is limited to acting as medical adviser in providing a preliminary diagnosis and directing the patient to the proper specialist for treatment. It is recommended that faculty and staff members select and maintain a relationship with a physician in the city for general medical care.

4. Calls for treatment of a nonemergency nature are handled by the nursing staff during regular dispensary hours: 8:00-10:00 a.m., 2:00-4:00 p.m., 7:00-8:00 p.m.

5. Medicines are dispensed at the Infirmary only to a limited extent. If a medication is approved by the College physician, a faculty or staff member may arrange to have it administered at the Infirmary: for instance, overseas inoculations, allergy shots, influenza shots. The cost of the medication is charged to the faculty or staff member.

PSYCHIATRIC SERVICES

Consultation with the College psychiatrist is available if a faculty member wishes guidance in working with a student.

July 1975

III. ACADEMIC PROCEDURES, PROGRAMS, AND COUNSELING SERVICES

A. THE HONOR PRINCIPLE, EXAMINATIONS, AND CLASS ATTENDANCE

THE HONOR PRINCIPLE

Definition

The Honor Principle at R-MWC asks that each student abide by the highest standards of honesty and integrity in her academic, social, and personal life. It has been fundamental to the conduct and government of Randolph-Macon since the opening of the College in 1893. Responsibility for its maintenance is shared by each student, since individuals assume the responsibility for their actions and those of other students. There is an atmosphere of mutual trust and, in addition, the educational value in terms of self-awareness and personal growth makes the Honor Principle a worthwhile influence. A full explanation of the Honor Principle will be found in the Student Handbook.

The Honor Pledge

As confirmation of her responsibility to uphold the Honor Principle each student is obligated to sign the following pledge whenever she submits an examination paper.

> "I pledge that I have not brought any unauthorized materials into this examination room and that I have neither given nor received unauthorized aid during this examination. In addition, I pledge that I will not discuss the context, form, or degree of difficulty of this exam except with persons who I know have already taken the exam and except in circumstances which cannot result in communication of information about the exam to anyone yet to take the exam."

A professor who wants to have his or her students carry out other academic work under conditions described by this pledge may request that each student write the word "Pledged" beside her signature on her paper.

Breaches of the Honor Principle

Any faculty member who detects a breach of the Honor Principle or has reason to suspect the honesty of a student's work should first inform the student of these doubts. If the explanation convinces the teacher that the doubts had no basis in fact, no further action is required. However, if there continues to be reason for doubt or if the student admits the dishonesty, the faculty member asks the student to discuss the matter with the Chairman of the Judiciary Committee, who in turn discusses the matter with the faculty member.

July 1975

EXAMINATIONS

All tests and examinations are conducted under the Honor System. Any violation of the trust which this involves is considered a serious offense.

An examination or its equivalent shall normally be given in each course at the end of each semester. Members of the faculty will be requested to submit a list of those courses in which written examinations will be given together with any specific instructions for such an examination.

All students are required to take examinations during the regular examination period established by the Dean of the College. A student may take her examinations at any time during the regular examination schedule. She must write these in rooms designated and during the hours prescribed for examinations. No student may take a midyear or final examination at any time except within the period officially set aside for this purpose. Permission to deviate from this rule can be obtained only from the Dean of the College.

The mechanics of the system are maintained by the Student Examination Committee under the supervision and direction of the Registrar and the Dean of the College.

Exceptions to the policy stated above are as follows:

A. In the second semester, seniors must take all their final examinations during the first five days of the examination period.

B. Under the following circumstances, any professor or department may request the Dean to assign a specific time:

   1. The examination requires the use of special materials such as projection equipment, records, tapes, etc.

   2. The course has more than 50 students taking the same examination.

CLASS ATTENDANCE

At the beginning of each semester each faculty member is responsible for making clear his or her individual policy on students' attendance and participation in class. In line with this policy, each student assumes responsibility for attending scheduled classes. An absence does not relieve the student from the responsibility for the work required while she was absent.

A professor may not change the time of meeting of a section in order to lengthen a holiday.

Unless a notice in regard to the professor's absence has been announced or posted, students are required to wait for the professor ten minutes before leaving the classroom.

Summer 1975

III. ACADEMIC PROCEDURES, PROGRAMS, AND COUNSELING SERVICES:

B. ACADEMIC PROGRAMS

Independent Study
Departmental Honors
Senior Program

INDEPENDENT STUDY

The College encourages the able student to undertake independent study as a means of increasing her self-reliance and of enabling her to pursue a subject or topic which is of special interest to her but not presented in a regularly-offered course. After a student has successfully completed a semester's program at an accredited college, she may apply to any department for independent study to be carried on during the academic year or during the summer. Permission is contingent upon the following factors.

(1) The student is in good standing academically. In addition, if it is a summer project, the student must have earned an average of at least B in the subject area of the project.

(2) An appropriate faculty member is available to serve as supervisor.

(3) The proposed project has been approved by the supervisor, the chairman of the department, and the Committee on Academic Program.

(4) A project does not duplicate the work of a course regularly available at Randolph-Macon.

The project is to be completed within the confines of a given semester, and the student registers for it as a normal course with a standard number in the department concerned.

76 for second-semester freshmen
175 and 176 for sophomores
275 and 276 for juniors
277 and 278 for seniors

If she carries out the study during the academic year, a student may earn one, two, or three semester hours of credit; if during the summer, she may earn three hours. Credit hours awarded for satisfactory completion of independent study projects may not exceed fifteen within the minimal number of hours completed for the degree, and normally not more than three such hours are permitted per semester. The Honors Program is a separate program and does not affect this limitation.

Permission to undertake an independent study project must be obtained during the first two weeks of the semester or, if it is to be a summer project, during the preceding semester. The tuition fee for such summer study is $90. Independent study undertaken during the academic year is fully covered by the general tuition paid by the student.

Application forms are available in the Registrar's Office. A student who wants to undertake independent study during the academic year must submit one of these forms to the Committee on Academic Program in advance.

Revised November 14, 1974

July 1975

DEPARTMENTAL HONORS

Purpose of Honors Work. To encourage students of exceptional ability to engage in independent and intensive study in their fields of interest, departments of the College are authorized to offer Honors courses as outlined below.

Eligibility. A student classified as a junior or senior who has an academic average of 3.0 in all her academic work which is recorded for a letter grade and an average of 3.4 in her major, must be permitted an Honors program if she desires it. A student with an over-all academic average of less than 3.0 in all her courses recorded for a letter grade and less than a 3.0 average in her major, is not eligible for an Honors program. A student who has an average of 3.0 in all her academic work recorded for a letter grade, including that of her major, but less than a 3.4 average in her major, may be given departmental approval for an Honors program.

A student who is taking Honors work shall at all times maintain a quality point ratio of 3.0 for all courses offered for the major and a quality point ratio of 3.0 for all courses offered for the degree. If at any time the student shall fail to maintain these quality point ratios, she shall discontinue her Honors work and receive for the work accomplished course credit as determined by the Dean of the College and the department concerned. Students who enter Randolph-Macon with advanced standing are eligible as candidates for Honors, but they must spend their junior and senior years here.

Application for Honors Work. At the end of the sophomore year or in her junior year a student who has fulfilled the above eligibility requirement and who has shown an aptitude for independent study may apply (upon her own initiative or at the suggestion of a faculty member) for permission to take Honors work. Her application should be made to the chairman of the department in which she is majoring. If he approves, he will report the application to the faculty and unless a question is raised, the student will be accepted as one reading for Honors.

Work Load. The candidate may take from six to twelve hours in Honors work. If she takes more than six, she may begin her Honors program in her junior year; if she does not take more than six hours, she must do all her Honors work in her senior year. Whether the student devoting more than six hours to Honors work shall begin this work in her junior or her senior year shall be determined by the department in which she is majoring. But whatever plan is followed she must take at least three hours of her Honors program in her senior year.

Nature of Honors Study. An Honors course shall be planned for the individual student or students concerned and shall be conducted through seminars or weekly conferences. The Honors work shall be distinct from that of other courses; in no case shall it be constituted of additional assignments given in connection with classes open to students who are not reading for Honors.

A candidate for Honors must do her work in one subject, and in case this subject involves more than one department, she must have an integrated Honors program. Usually the Honors will be in the department of the student's major, though if two or more departments are concerned, the Honors may be described as inter-departmental and the collaborating departments may be named in a single notation.

Administration of Honors Work. Unless he directs the work himself, the chairman of the major department shall assign to each Honors student a special Honors Supervisor, who will be in immediate charge of the student's program.

If the field of the student's Honors work embraces more than one department, the appointment of the Honors Supervisor shall be made by the chairmen of the departments in consultation.

The manner in which the Honors work shall be carried on shall be determined by the department concerned. The department may provide seminars for its Honors students or may adopt the conference method of conducting the work.

The Honors student must submit to her department a thesis or a completed project in the field of her special interest. This thesis, or project, shall be under the direction of the student's Honors Supervisor, but when completed must be approved by at least two members of the examining committee. The chairman of the major department is responsible for sending one copy of each Honors Paper to The Lipscomb Library, which catalogs such papers and maintains a file of them in the Library archives.

Examination. The Honors student shall take an oral examination of at least one hour's duration on the subject of her Honors work. This examination shall be given on a date prior to the beginning of the final examination period. The Honors Supervisor is responsible for notifying the Dean of the College of the date of the Honors examination. The examining committee shall be composed of the chairman of the department in which the student has majored, any teachers who have helped conduct her Honors work, a member of a department related to that of the student's major, and another faculty member. Those members of the committee who have not aided in conducting the Honors work for the student concerned shall be appointed by the Dean of the College, upon recommendation of the chairman of the department involved.

In addition, every candidate for Honors must take the regular course examinations in all classes.

Recognition of Honors Work. The student's Honors work shall be entered on her permanent record card and, if her candidacy is successful, a notation such as "Degree with Honors in psychology" or "With interdepartmental Honors in psychology and sociology," shall be placed on her permanent record.

(Adopted by the Faculty December 11, 1950)

Revised December 6, 1961
November 1, 1966
September 1, 1969
July 1975

SENIOR PROGRAM

Purpose:

The culmination of the student's undergraduate major program should be a well-integrated and unified body of intellectual work. The student's initiative and independence in organizing, relating, and applying leading ideas within the major field should be evaluated.

Form:

The form of evaluation should fit the best available methods for the work of the individual department. Such evaluation can be achieved in many cases within the framework of a senior seminar, but alternatives or supplements such as the following may be used:

1) A project with results presented in either written or oral form
2) A recital or exhibition
3) An independent study program
4) A program of courses

An Honors program may be designed to subsume any of the above.

Procedure:

1. At the beginning of the senior year each department shall present its majors with a written statement giving general information about the Senior Program and shall discuss individual plans as early as feasible.

2. Each department shall file in the Registrar's office by October 1 a description of its Senior Program.

3. All requirements of the Senior Program must be completed and results reported by the date that senior grades are asked for by the Registrar's office.

4. A student who has failed to receive academic credit for the Senior Program shall not be eligible to receive the degree at Commencement of that year, but may, with the approval of the department, make up any deficiencies within a period of three years and receive the degree at the next Commencement following her meeting all the requirements for the degree.

Enacted by the Faculty on March 31, 1969.

July 1975

III. ACADEMIC PROCEDURES, PROGRAMS, AND COUNSELING SERVICES:

C. COUNSELING SERVICES

COUNSELING SERVICES

1. Faculty Advising

The core of academic counseling is the Faculty Adviser Program. For the first three semesters, each student is assigned to a faculty member who is one of a team of five advisers representing the groups of academic disciplines set forth in the academic Guidelines. During these semesters the emphasis of the counseling is upon planning an appropriate academic program and developing sound study habits. Before the end of the fourth semester the student declares a major field of concentration. The chairman of the department in which the student is a major then becomes the faculty adviser.

2. General Academic Counseling

For general academic counseling a senior or junior consults the Dean of the College. The sophomore or freshman consults the Assistant Dean of the College.

3. Educational Counseling Service

The Educational Counseling Service offers tutoring assistance to the student who anticipates or encounters academic difficulties. The program provides general guidance in study habits as well as specialized tutoring in several disciplines. The service is under the general supervision of the Assistant Dean of the College, who works with a group of student counselors. Each student counselor is qualified to do either general tutoring or special tutoring in her own field. Faculty advisers or instructors may recommend to a student that she take advantage of the service, which is obtained upon application to the Assistant Dean of the College.

4. Personal and Psychiatric Counseling

For assistance in dealing with personal problems, a student may confer with any member of the Dean of Students' staff. In addition, the services of a local psychiatrist are available to students without charge to them.

5. Career Counseling

The Director of the Career Development Center has available a full-time professionally trained counselor. During the four years of a student's concerns about appropriate academic programs, major fields of study and ultimate career objectives, faculty advisors or professors may recommend to a student that she take advantage of the Career Development Center services. These services include not only referral and counseling but interest testing, standardized testing applications, summer study and employment information, senior interviewing and application procedures, recruitment schedules, and a library of Junior Year Abroad Programs, graduate school catalogs and fellowship requirements, career fields, employer brochures and various catalogs and directories.

IV. SERVICES: A. THE LIPSCOMB LIBRARY

General Information
Faculty Studies in the Library

THE LIPSCOMB LIBRARY

1. General information

a. Hours

Except for vacation periods, when special schedules are announced, the Library is open as follows:

Monday - Saturday:	7:30 a.m. - 11:00 p.m.
Sunday:	2:00 p.m. - 11:00 p.m.

b. Ordering books

1) Each department has a yearly allocation for books. Because policies vary from department to department, a faculty member should check with his department chairman before placing an order with the library.
2) When a faculty member places an order, he is requested to assist the library staff by looking in the card catalog to determine whether the book is already owned; by designating "rush" when the book is needed immediately; and by furnishing complete bibliographic information when possible.

c. Circulation

Books are issued to students for a two- to three-week period and may be renewed. Faculty and staff members may withdraw books for an indefinite period but will be requested to return those which are needed for some special purpose such as reserve use.

d. Reserve books

Books needed by several students in a class should be placed on reserve by the instructor. The faculty member may submit a list to the circulation desk or may assist the staff by bringing the books to the desk with his instructions.

e. Special services

1) Bibliographical assistance is available from the Reference Librarians or from other staff members.
2) Interlibrary loans for research or study may be obtained through the Reference Librarians.
3) Photocopies of library materials may be obtained at the Library at the cost of ten cents a page.
4) Arrangements for special displays and exhibits may be made with a reference librarian.

f. Use of the Library by persons outside the College community

In general, the policy of the Library is to extend library privileges to members of the College staff and the families of faculty members, including children of high school age. Younger children must be accompanied by an adult member of the family who can assume responsibility. Members of the Lynchburg community may make use of library facilities within certain limits; members of the library staff will give information concerning these regulations to interested persons.

g. Interlibrary Loans

The Lipscomb Library operates under the regulations of the A.L.A. National Interlibrary Loan Code, adopted in 1968. The Library is glad to request loans for faculty, staff and for students with special needs. No charge is made for this service. Materials not available on interlibrary loan include: U. S. books in print, reference materials, journals (when the item needed can be copied at moderate cost), rare materials.

g. 1) Local area

Within the Lynchburg Metropolitan Area the Library Cooperative operates under a more flexible interlibrary loan policy. Any type of library material needed for the purpose of study, instruction, information, or research may be requested on loan or in photocopy from another library in the area. The lending library has the privilege of deciding in each case whether a particular item should or should not be provided, and whether the original or a copy should be sent.

Under the terms of this agreement, borrowing libraries will not ordinarily request: books in current and/or recurring demand, duplicates of titles already owned, materials which can be copied cheaply, materials for class, reserve, or other group use. The reference librarians will telephone the lending library, and the book will be brought over by the courier service of the Educational Computer Center.

To insure that the student has a genuine need for a book, we ask her to secure her intructor's signature on the request form.

Each year delays in mail service occur more frequently. Please let us have your requests as early in the term as possible, and warn the students about this problem.

Since Lipscomb Library borrows many more books than we lend, we have to observe the provisions of the Interlibrary Loan Code faithfully, to avoid being blacklisted by lending libraries.

2) Photoduplicates

The reference librarians will request photocopies of journal articles for faculty and students. The charge for this service is usually ten cents per page, with a dollar minimum, but it may vary, as the lending library determines the charge. The photocopy becomes the property of the borrower.

The Virginia Union List of Serials and the Lynchburg Area Union List of Serials are on the Information Desk, near the Kardex record of Lipscomb Library holdings.

2. Faculty studies in Lipscomb Library

The Library has individual studies that may be assigned to faculty members. Since there are only ten of these studies, any faculty member who would like the use of one should apply by filling out a form available at the Librarian's office. The form is to be returned to the Librarian by the first day of classes of each semester. Applications then are reviewed by the Library Committee, which makes assignments with the approval of the Dean.

The following policies have been adopted as a guide for assigning studies.

a. Studies are assigned for the convenience of members who expect to make extensive use of Lipscomb Library or interlibrary-loan materials for research purposes.

b. Assignment is restricted to active members of the faculty.

c. An average of 15 to 20 hours of use per week is considered normal for maintaining a full-time assignment.

2. d. It may be necessary for two faculty members to share a study if the demand is such that single occupancy is not possible, or if the expected use is less than that considered normal for a full-time assignment.

e. Assignments are made for one semester except in cases where an extension is needed.

f. A faculty member on sabbatic leave may apply for a faculty study. In the exceptional case in which a faculty member retains his office during a leave, he will not be eligible for a study.

g. Studies are available for use during all the regularly scheduled hours when the library is open.

h. The person using the study may obtain a key, if he wishes one, at the Librarian's office.

i. Smoking is permitted in the studies. It is requested, however, that, while smoking, the occupant keep the doors closed.

j. Any book taken from the stacks for use in a study must be charged at the main circulation desk. If a book charged to a faculty study is needed by another user of the library, it may be necessary for a librarian to remove the book temporarily from the study, in which case a note will be left in the study.

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IV. SERVICES: B. SUPPLIES, EQUIPMENT, AND SERVICES

Stenographic Bureau
Macon Bookshop
Audio-Visual Equipment
Office Supplies, Purchases, and Services
Miscellaneous Services

STENOGRAPHIC BUREAU: EQUIPMENT AND SERVICES

1. Equipment available for faculty work:

   a. Typewriters for persons wishing to type their own masters
   b. Xerox machine, to be used for 1 to 15 copies
   c. Ditto machine, available for use both during and after regular Bureau hours (The use of the Ditto machine is encouraged for most routine items, especially where one prepares his or her own masters.)
   d. Multilith machine, to be used for more than 15 copies
   e. Tracing board

2. Material for course work:

   a. In no case can delivery of finished work be guaranteed unless at least 2 weekdays are allowed, whether the master is typed by the faculty member or it is to be typed by the Bureau.
   b. Work related to College courses is to be charged to the appropriate department.

3. Material for personal uses

   a. To encourage the publication and presentation of papers, the College authorizes the Stenographic Bureau to prepare certain materials free of charge to the individual faculty member. The cost will be borne by the appropriate departmental budget; therefore, the faculty member should obtain the chairman's approval before submitting work to the Bureau. (Members of the faculty are to use the services of the Stenographic Bureau for the preparation of such material only when work for the College does not claim the Bureau's time.) The following materials will be prepared under the conditions just stated:
      1) Manuscripts intended for publication in professional journals.
      2) Professional papers intended for presentation at meetings of symposia.

   b. Under the conditions outlined above under "a", the Stenographic Bureau also will type letters of recommendation requested of faculty members by R-MWC students or Alumnae.

   c. Other materials, such as book manuscripts, private communications, lecture notes, etc., must be prepared and paid for by the individual professor.

   d. Final decision as to the handling of any other material by the Stenographic Bureau will be made by the Dean of the College in consultation with the Academic Personnel Committee.

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THE MACON BOOKSHOP

Required texts, manuals, notebooks, etc., and books which students might wish to purchase for parallel reading are ordered by faculty members through the Bookshop. Faculty members do not order texts for their students directly from the publisher.

Desk copies for faculty members are not supplied by the Bookshop, but may be ordered from the publishers on forms supplied by the Bookshop.

Bookshop personnel are available for bibliographical advice or for assistance in ordering books not in stock.

AUDIO-VISUAL EQUIPMENT

A Media Center, complete with language laboratory facilities, is located in the Leggett Building, Room 527. This Center will give faculty easy access to audio-visual instructional equipment and centralized storage of materials. Requests for the use of audio-visual equipment should be made to the Committee on Instructional Materials and Academic Uses of the Computer or to the Supervisor of the Language Laboratory.

July 1975

OFFICE SUPPLIES, PURCHASES, AND SERVICES

Certain office procedures have been established at R-MWC, which are followed by all campus offices and departments.

1. Office supplies

Faculty and staff members can obtain general office supplies from the supply closet in the Business Office. The secretary in the Office distributes these supplies upon receipt of information which is used by the Bookkeeping Department in charging the supplies to the department for which they are obtained.

2. Purchasing

The Business Manager is responsible for all purchases made by and in behalf of the College. He places all orders which are delegated to his supervision (these exclude those for food, library books and periodicals, and bookstore supplies).

The procedure for purchasing entails the following steps:

a. A requisition form, obtainable from the Stenographic Bureau, is completed by the faculty member and given to the secretary in the Business Office.

b. All requisitions must be signed by the department chairperson. When submitting a requisition, the department chairperson should indicate the correct account number, as listed by the Business Office. (A sample of this form appears on the following page.) Once the requisition has been approved by the Business Manager, he sends it to the secretary in the Buildings and Grounds Department, who uses the information which is supplied by writing a purchase order.

c. When the order is placed, the chairperson is sent an acknowledgment of purchase order. He should check this acknowledgment to see that it describes correctly the items requisitioned or the services requested. If he has a question concerning the order, he should notify the Business Office immediately. Otherwise he should keep the acknowledgment until the items or services have been obtained. Finally, when the order is correctly filled, he should date and sign the acknowledgment and return it to the Business Office. (Note: Only after receiving this signed acknowledgment of purchase order is the Business Office authorized to make payment to the vendor. A sample of this form appears on the following page.)

3. Reporting long distance telephone calls

Forms for reporting long distance telephone calls placed through the College are sent to each office in September. Additional forms can be obtained from the secretary in the Business Office.

Whenever a faculty or staff member places a long distance call to be charged to the College, he should fill in the date, the place called and the telephone number to which he calls; then he should send the form to the Business Office by the end of the month.

MISCELLANEOUS SERVICES

Student Bank

The Student Bank, located in the Psychology Building, will cash personal checks for faculty and staff members. Also, by special arrangement, it will collect fees from students who go on certain College-sponsored field trips.

Meal Tickets

Faculty and staff members who wish to take meals in the College dining rooms may purchase meal tickets at the Student Bank or, immediately before meal hours, at the office of the Dietician in Main Hall.

Post Office

The College post office, inside the north entrance of East Hall, assigns a mail box to each faculty member. It is equipped to send regular mail, but special delivery service and money orders must be obtained at one of the off-campus post offices.

Notary Public

The services of a Notary Public are provided free of charge to members of the College community by Mr. John H. Wright in the Treasurer's Office.

Parking

Faculty and staff members who wish to park their cars on campus may obtain an automobile bumper sticker upon registering with the Business Office. Parking spaces available include the lot below Bell Hall, the lots on two sides of the P.E.R. Building, the rear of the Leggett Building, and the front campus driveway, with the exception of places marked for visitors or for administration.

Repair and Maintenance Service

Requests for routine repairs and maintenance service on College property should be reported directly to the Office of the Superintendent of Buildings and Grounds (ground floor, Main Hall).

Janitorial Service

Requests for routine custodial care on College property should be reported directly to the Office of the Supervisor of Dormitories (Room 23, Main Hall).

Food Service

College functions involving food services should be discussed with the Dietician (Room 128, Main Hall), and may involve conferring with the Business Manager.